



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# PUBLIC PACKET

November 14, 2016





# **GUSTAVUS CITY COUNCIL**

## **GENERAL MEETING**

### **NOVEMBER 14, 2016**

### **7:00 PM CITY HALL**

#### **Gustavus City Council:**

**Mayor: (Seat E)**

**Tim Sunday**

**tim.sunday@gustavus-ak.gov**

**Term Expires 2018**

**Vice-Mayor: (Seat F)**

**Connie Edwards**

**connie.edwards@gustavus-ak.gov**

**Term Expires 2018**

**Vacancy Posted (Seat A)**

**One Year Term Expires 2017**

**Council Member (Seat B):**

**Jake Ohlson**

**jake.ohlson@gustavus-ak.gov**

**Term Expires 2019**

**Council Member (Seat C):**

**Jon Howell**

**jon.howell@gustavus-ak.gov**

**Term Expires 2017**

**Council Member (Seat D):**

**Mike Taylor**

**mike.taylor@gustavus-ak.gov**

**Term Expires 2017**

**Council Member (Seat G):**

**Greg Streveler**

**greg.streveler@gustavus-ak.gov**

**Term Expires 2018**

#### **Gustavus City Hall:**

**City Clerk/Treasurer:**

**Lori Ewing**

**lori.ewing@gustavus-ak.gov**

**Administrative Assistant:**

**Tanya Wagner**

**tanya.wagner@gustavus-ak.gov**

#### **AGENDA**

**1. Call to Order**

**2. Roll Call**

**3. Approval of Minutes:**

**A. Special Meeting Minutes October 7, 2016**

**B. Special Meeting Minutes October 10, 2016**

**C. General Meeting Minutes October 10, 2016**

**4. Mayor's Request for Agenda Changes**

**5. Department/Committee Reports:**

**A. GVA**

**B. DRC**

**C. Roads**

**6. Public Comment on Non-Agenda Items**

**7. Consent Agenda:**

**A. Accept Council Member Streveler's Resignation**

**B. Accept Scoping Document DRC Topographic Survey**

**C. Adopt CY16-16 Certified Financial Statement**

**8. Ordinance for Public Hearing**

**9. Unfinished Business**

**10. New Business:**

**A. Adopt Resolution CY16-14 Support of a Boundary Adjustment to the Dude Creek Critical Habitat Area**

**B. Adopt Resolution CY16-12 Updating the City Benefits Policy and Procedure**

**C. Approve GVA Disbursement**

**D. Adopt Resolution CY16-13 Mileage Reimbursement for City Employees and City Council Members with Policy and Procedure**

**E. Adopt Resolution CY16-15 Regarding the Alaska Power Company Rate Case**

**11. Staff Reports**

**12. City Council Reports**

**13. City Council Questions and Comments**

**14. Public Comments on Non-Agenda Items**

**15. Executive Session**

**16. Adjournment**



## Item No. 1 Call to Order

## Item No. 2 Roll Call

## Item No. 3 Approval of Minutes

### **A. Minutes of October 7, 2016 Special Meeting**

#### **GUSTAVUS CITY COUNCIL SPECIAL MEETING MINUTES OCTOBER 7, 2016**

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**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council, as the Election Review Committee, is called to order on October 7<sup>th</sup>, 2016, at 5:30pm. There are zero (0) members of the public in attendance at the Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following members are present:

Mayor Taylor  
Vice Mayor Sunday  
Council Member Streveler  
Council Member Edwards  
Council Member Howell

The following members are not present:

Council Member Trummer – *unexcused*  
Council Member Irwin – *unexcused*

**3. APPROVAL OF MINUTES**

**4. MAYOR'S REQUEST FOR AGENDA CHANGES: None**

**5. COMMITTEE REPORTS**

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

**7. CONSENT AGENDA**

**8. ORDINANCES FOR PUBLIC HEARING**

**9. UNFINISHED BUSINESS: None**

**10. NEW BUSINESS:**

**A. Canvass Absentee, Questioned, Defective, and Spoiled Ballots Cast in October 6, 2015, General Election**

MOTION: Council Member Streveler moves for the Election Review Board to accept Spoiled Ballot A and Absentee Ballots B, C, and D that have been properly cast by voters registered in the City of Gustavus

SECONDED BY: Council Member Howell

PUBLIC COMMENT: None

MOTION **PASSES: 5 ayes**/0 nays

**B. Certify Report of Election Results**

MOTION: Council Member Howell moves for the Election Review Board to accept the tally of ballots as tallied and certify the Report of Election Results.

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

**YES:** Taylor, Streveler, Howell, Edwards, Sunday

**NO:**

**RECUSED:**

MOTION **PASSES: 5 ayes**/ 0 nays

**C. Signing of Certificates of Election by Mayor and City Clerk**

15. STAFF REPORTS

16. CITY COUNCIL REPORTS

**17. CITY COUNCIL QUESTIONS AND COMMENTS: None**

**18. PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

19. EXECUTIVE SESSION:

**20. ADJOURNMENT**

Hearing no objections, Mayor Taylor adjourns the meeting at 5:46pm.

## B. Minutes of October 10, 2016 Special Meeting

### GUSTAVUS CITY COUNCIL SPECIAL MEETING MINUTES OCTOBER 10, 2016

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**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council is called to order on October 10<sup>th</sup>, 2016, at 6:30pm. There are five (5) members of the public in attendance at the Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following were present:

Mayor Taylor  
Vice Mayor Sunday  
Council Member Streveler  
Council Member Edwards – *via teleconference*  
Council Member Howell – *via teleconference*

The following members are not present:

Council Member Trummer - *unexcused*  
Council Member Irwin - *unexcused*

**3. APPROVAL OF MINUTES**

**4. MAYOR'S REQUEST FOR AGENDA CHANGES None**

**5. COMMITTEE REPORTS**

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

**7. CONSENT AGENDA**

**8. ORDINANCES FOR PUBLIC HEARING**

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS:**

**A. Swearing in of new Council Member Seat B**

**B. Election of Mayor and Vice Mayor by City Council**

MOTION: Council Member Howell moves to nominate Tim Sunday as Mayor.

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

**YES:** Taylor, Streveler, Howell, Edwards, Ohlson

**NO:** Sunday,

**RECUSED:**

MOTION **PASSES**/FAILS

5/1

MOTION: Council Member Howell moves to nominate Connie Edwards for Vice Mayor.

SECONDED BY: Vice Mayor Sunday

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

**YES:** Taylor, Sunday, Streveler, Howell, Edwards, Ohlson

**NO:**

**RECUSED:**

MOTION **PASSES**/FAILS                      **6/0**

11. STAFF REPORTS

12. CITY COUNCIL REPORTS

**13. CITY COUNCIL QUESTIONS AND COMMENTS:**

**A. T. Sunday – ferry terminal update; Rink Creek Bridge update; break water float meeting 10/25; Airport repaving update; gravel pit meeting**

**14. PUBLIC COMMENT ON NON-AGENDA ITEMS**

**A. R. Harper – Seat A update request**

15. EXECUTIVE SESSION

**16. ADJOURNMENT**

Hearing no objections, Mayor Taylor adjourned the meeting at 6:49pm.



## C. Minutes of October 10, 2016 General Meeting

### GUSTAVUS CITY COUNCIL GENERAL MEETING MINUTES OCTOBER 10<sup>th</sup>, 2016

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1. **CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on October 10<sup>th</sup>, 2016, at 7:00pm by Mayor Sunday. There are five (5) members of the public in attendance at Gustavus City Hall.

2. **ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Mayor Sunday  
Vice Mayor Edwards *via teleconference*  
Council Member Taylor  
Council Member Streveler  
Council Member Howell *via teleconference*  
Council Member Ohlson

3. **APPROVAL OF MINUTES:**

**A. General Meeting Minutes September 19th, 2016**

MOTION: Council Member Howell moves to accept the General Meeting Minutes of the Gustavus City Council from September 19th, 2016, as presented.

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

**YES:** Taylor, Sunday, Streveler, Howell, Edwards, Ohlson

**NO:**

**RECUSED:**

**MOTION PASSES/FAILS 6/0**

4. **MAYOR'S REQUEST FOR AGENDA CHANGES:**

**A. Remove Item 10A at Mayor Sunday's request**

5. **COMMITTEE REPORTS:**

**A. Library - written report submitted by B. Ohlson**

**B. GVFD - Oral report given by Fire Chief Miller**

6. **PUBLIC COMMENT ON NON-AGENDA ITEMS:**

**A. R. Harper – FEMA**

7. **CONSENT AGENDA:**

**A. Approve Scoping Document – DRC Composting Yard Improvements**

MOTION: Council Member Taylor moves to adopt the Consent Agenda by Unanimous Consent.

SECONDED BY: Council Member Streveler

*CONSENT AGENDA ADOPTED BY UNANIMOUS CONSENT*

8. ORDINANCE FOR PUBLIC HEARING

9. UNFINISHED BUSINESS

10. **NEW BUSINESS:**

~~A. Publish FY17-06 Euthanasia Ordinance (removed at the request of Mayor Sunday)~~

11. STAFF REPORTS

12. CITY COUNCIL REPORTS

13. **CITY COUNCIL QUESTIONS AND COMMENTS:**

**A. J. Howell - compliments quick meeting**

**B. C. Edwards – euthanasia ordinance**

**C. G. Streveler – thanks M. Taylor for serving as Mayor.**

**D. M. Taylor – welcomes J. Ohlson and congratulates new Mayor and Vice Mayor**

**E. T. Sunday – theme for year is make Gustavus Safe, Clean, Friendly, Healthy**

14. **PUBLIC COMMENT ON NON-AGENDA ITEMS:** None

15. EXECUTIVE SESSION

16. **ADJOURNMENT:**

Hearing no objections, Mayor Sunday adjourns the meeting at 8:07pm.

#### **Item No. 4 Mayor's Request for Agenda Changes**

This is the opportunity for the Mayor to request any changes or revisions to the Agenda. **NO CHANGES INVOLVING THE CITY FINANCES ARE TO BE MADE.** If there are any changes since the first publication of the Agenda, those changes should be announced and approved.

#### **Item No. 5 Department/Committee Reports:**

**A. GVA**

**B. DRC**

**C. Roads**

#### **Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report Paul Berry, DRC Manager/ Operator Monday, November 14<sup>th</sup>, 2016**

My last quarterly report was at the August 8<sup>th</sup> General Meeting. My next scheduled quarterly report is scheduled for the February 13<sup>th</sup>, 2017 General Meeting.

#### **Operations and management**

##### Labor

Jeff Irwin wrapped up his summer season at the end of September, Larry Landry and Nat Drumheller are assisting during the shoulder season and Nat Drumheller has agreed to run the DRC in my annual absence in January-February. The Labor Pool is only for one year and the 2017 DRC Labor Pool announcement was posted on the 9<sup>th</sup> of this month and will close on December 8<sup>th</sup>. Differences in the 2017 Pool from earlier ones is that the number of Pool members will be capped at five and there are pay steps depending on the applicants previous experience at the DRC. As I have written in previous reports the Pool is cool and has allowed a more flexible schedule for both myself and the various assistants. I would like to thank the Council for your continued support of this program.

##### New Bobcat A770 All-wheel steer loader

It has been great putting the new A770 to work. It is a larger machine with more horsepower than the older 763 skid-steer loader so it can manage a larger bucket and more efficiently move dirt. All-wheel steer means that all the wheels turn when you turn and it disturbs the ground a lot less than the older skid-steer machine. Additionally, with its solid tires and nearly 5-ton weight it can effectively be used as a landfill compactor – get out there and drive on the construction/ demolition (C/D) inert waste. This is very handy and it helps me better compress and manage the C/D material. Of course, being a bigger machine it consumes a lot more diesel. The older machine is smaller and uses less diesel which is good for some applications. I can see holding onto the older 763 skid-steer loader for as long as practical for jobs which it is better suited for and for back-up. The 763 needs a new radiator and muffler and I have ordered these parts and will schedule a repair after they have arrived. When I was working on the FY17 budget I did not adequately account for the additional repair and fuel expenses for two loaders and I will be requesting Lori that \$ be moved between the DRC's expense accounts to cover these additional equipment expenses.

### The compost scene

It was actually dry enough at the end of October's dry spell to screen all the compost in the Quonset – a rare opportunity in the fall. The composting yard was still very muddy and only the older 763 loader was able to do the work. Our newer A770 loader is simply too heavy to work through the mud. As I'll cover later in my section on capital projects it is very important that the composting yard be repaired this next spring. Composting is an important tool for volume reduction and waste management (and for making compost ...) so it is very important to have a functioning yard.

### Speaking in Ketchikan on September 20th

I was invited to speak in Ketchikan on September 20<sup>th</sup> as part of the annual Southeast Environmental Conference hosted by the Central Council of the Tlingit & Haida Indian Tribes of Alaska (Central Council). This conference goes for a full week but I only participated in the day of my talk. The 20<sup>th</sup> was the solid waste track day and I was one of three speakers: Ted Jacobson who once worked at the Ketchikan Landfill and now works for EPA's Rural CAP in Anchorage was the first speaker and provided an overall description of the rural solid waste picture with its challenges and objectives. Reilly Kosinski who works for Total Reclaim which is the company that process all our TVs, computers, and light bulbs did the next talk about how to ship the materials they process and then I presented the story of our facility – both how we process the many waste streams (like food waste, baling cans, paper etc.) and the story behind that process: how we started with open burning and aluminum can recycling 22+ years ago to where we are now – it is a good story. Anyway, the three of us provided the talks in the morning and then we participated in a tour of Ketchikan Landfill's operation later in the afternoon. I love landfill tours and I always learn from how other operations manage their waste streams. Ketchikan was the first community in Southeast Alaska to start exporting their waste. ~20 years ago Ketchikan was faced with a choice to either develop an expensive Class 2, lined landfill in a rainforest with hard, rocky and porous soils or export their waste to one of the large regional landfills in the Pacific Northwest (I believe there are two – one in eastern Washington managed by Republic Services and one in eastern Oregon managed by Waste Management). They chose to export and contracted with Republic Services and AML. Not all of Ketchikan's waste is exported – C/D waste is landfilled at their Deer Mountain facility. C/D is a pretty broad category but basically it is bulky, inert material with no animal or insect attractant qualities and poses no hazard to the environment. C/D is typically left exposed for weeks or months at a time and is only periodically covered with cover material. The DRC has a much smaller C/D waste "pit" but still has the same kind of program.

Ketchikan composts the bio solids from their waste water plant. This is not a huge amount of material and there were no odor problems that I noticed on that day. They retain the material for cover over their C/D waste cells. They have a large tub grinder for grinding up wood waste for use in the composting process. Ketchikan also has two incinerators for disposal of waste from cruise ships where MARPOL regulations are involved but most of Ketchikan's MSW (MSW is the stuff that passes over the scale at the DRC) is baled in one of two large, conveyor fed horizontal balers. The baled waste is then weighed and placed in a 40' shipping container to go on one of AML's barges. For a facility that ships waste it all boils down to your shipping costs and they always seek to get their shipping containers to their full weight. Ketchikan recycles cardboard, mixed paper and metals. In all cases it is always cheaper to ship a recyclable material rather than trash unless the recyclable is very light. They are looking at recycling plastics but have storage issues – it takes a lot of space to hold enough material to make one dense

bale of plastics.

A couple more interesting points about the Ketchikan Landfill is that the cost for residential solid waste is covered by a flat \$18 a month fee that is part of your electric utility bill – if you have a meter, you pay the monthly fee. That \$18 covers your trash, recycling and hazardous waste. There is an additional fee for collection if the City picks up waste from your house and if you have C/D waste that goes for \$140 a ton which works out to \$0.07 per pound. The other cool thing is that around Earth Day for one week all the trash is free – all the sofas, boats, books and whatever else you can bring to the facility it will not cost you any \$. I think I was once told their first free week generated enough waste to cover a football field. This does a lot to keep illicit dumping from happening and is very popular.

Overall the Ketchikan visit was very informative. Central Council covered my transportation, meals and my room at the Cape Fox Lodge. It is events like this that make my job all the more interesting and give me a chance to make connections with people and learn. I may have the opportunity to give talks in Angoon and Haines in the near future.

The Ketchikan experience got me thinking – perhaps Gustavus could develop a household hazardous waste (HHW) program that used a flat fee that is a part of a residents electric bill to pay for itself (commercial use could have additional fees). HHW is expensive to ship and dispose of and that cost can deter people from doing the right thing with their waste. I think a flat utility fee would be a good way to spread costs to pay for a HHW service. As I write this APT (our power company) has about 570 active meters. If each one was charged \$2 per month over the course of a year that would generate \$13,680 which is close to what I was quoted for a one time HHW event by Carson Dorn Inc. in January of 2015. Something to think about.

#### New Internet Service

On September 3<sup>rd</sup> Byte Networking LLC connected the DRC office to the Internet and I was able to cancel GCI's MiFi service. The new service is .5Mbps which is slow by big city standards but it is affordable and unlike the older GCI service Byte's service is steady and reliable. GCI's MiFi service was useless at certain times of the day especially during the summer.

#### 2016 Community Survey

I worked with members of the Council on the development of the questions in the survey that pertain to the DRC and I wanted to take this opportunity to provide some clarification. In question 26 it says “ ... and adding scrap metal storage yard.” This really should have said a storage yard for recyclables not just scrap metal. This kind of storage is called “inflow” or “pre-processing” storage and one of my proposals is to move all the inflow storage that is now occurring inside the fence to a new area between the landfill fence and Boat Harbor road. This would put the inflow material closer to the building that processes it, clear up the balefill and landfill area and improve operator and customer safety as the operator frequently has to drive through areas where the public is parking to get at the inflow storage. I cover this more later in the section on Capital Projects.

#### **Community Chest**

Since my last report at the front desk has been Mary Williams with some fill in by Annie Mackovjak on Wednesdays, Liz Vanderzanden, Maribeth Jarvis (until she left for the

season), Judy Brakel, Annie and Betsy Lesh on Saturdays. Sorters were in short supply for a while as the summer crew left and many of the winter ones will still at their seasonal jobs but for the past couple Wednesdays our winter sorters are back and sorting, purging and stocking the shelves with the latest donations. Since August our sorters have been: Bonnie Niemi, Denise Pratschner, Meadow Brook, Freya Doyle, Annie, Betsy, Kim Ney, Artemis Bona Dea, Becky King, Brenda Tencate and Lori Trummer. My thanks to these thrift minded souls.

Soon to start up at the Chest is a service where you can use your credit card to put \$ on your pay ahead card. The way it will work is that you take your card to the DRC to be swiped on the credit card machine and then DRC staff or a Chest volunteer will take that data to the Chest and write down that information on your pay ahead card. As part of this program we are encouraging people to keep a positive balance on their pay ahead cards at the Chest and requiring that all customers “keep it under \$20” regarding debt.

### **Regional issues: Southeast Alaska Solid Waste Authority (SEASWA) & Juneau**

On Thursday October 20th, I was able to call into one of SEASWA's monthly board meetings to hear firsthand what is going on with the organization. SEASWA is in the process of establishing a regional Household Hazardous Waste (HHW) collection and shipping RFP and is in the process of establishing a scrap metal hauling contract with Waste Management after their one with Pool Engineering fizzled last year (before the service even began ...).

The City and Borough of Juneau is in the process of awarding a HHW RFP for managing CBJ's HHW program. CBJ owns the HHW facility and the RFP is for a contractor run the program (collecting, packaging and shipping HHW). The contract will be for five years with five one year extensions. When the DRC has shipped HHW, which is rare because we do not have a program (yet), we have shipped to CBJ's HHW facility.

### **Solid Waste Management Plan (SWMP)**

Briefly, the SWMP process is the vehicle I am using to plan for the communities future with regards to solid waste and recycling. I feel that it is very important that the City transition from being facility that uses its own landfill for disposal of our non-recyclable waste to one that incorporates the exporting of that waste to a regional landfill instead – much like the City of Ketchikan's program I described earlier in this report. This is because we have very limited space for our entire facility and if we do not plan now we are going to be scrambling in the future because there will be little room to landfill our non-recyclable waste. There is also risk that is inherent in landfilling solid waste: risk of groundwater contamination and of odor. The more waste you landfill the greater these risks become. This is a big planning process which I officially started in June 2014. It includes plans to improve access to the DRC, changing where recyclables are stored before and after they are processed, replacing our existing building with a larger one that is better suited to handle the waste loads that are flowing through it (and will flow through it in the future), improving the composting yard, dealing with HHW and other important solid waste issues.

To help interested readers understand this topic please refer to the report: “What was done in FY2015 - FY2016 (the first two years) Goals for FY2017 – FY2018 (the next two years)”.

<http://cms.gustavus-ak.gov/government/committees/disposal-recycling-center/Planning/CY2016-DRC%20SWMP-extension-summary.pdf>

At this point in time I am developing projects that are within the plan such as rebuilding the composting yard and putting together a purchase order to do a topographical survey of the City's 11.9 acre DRC property.

### Capital Projects

As part of every quarterly report I list the on-going capital projects at the DRC. These are standalone projects costing more than \$5,000, require a scoping document and are not funded out of the DRC's operating budget.

With this report, I would like to present a new format for these projects. Completed projects such as the purchase of the A770 All-wheel Steer loader are taken off the list and what is left are the active projects that I am seeking funding for or are underway. Individuals interested in the history of a project should read my previous reports.

<b>Title:</b> Pre-processing storage and site improvement project
<b>Status:</b> Awaiting funding. Scoping document adopted during the September 19, 2016 General Meeting. Project was first recognized by the Council on January 12, 2012 with Resolution 2012-02.
<b>Priority:</b> Driveway and storage area sub-projects - high
<b>Summary:</b> This project has four sub-projects: <ul style="list-style-type: none"> <li>• Driveway improvements, estimated cost \$10,000</li> <li>• Pre-processing or "inflow" storage area construction, estimated cost \$26,400</li> <li>• Storage bins and pallet jack, estimated cost \$18,000</li> <li>• Tree planting and misc. earth work, estimated cost \$3,300</li> </ul> The goal of this project is to improve access to the DRC with a circular driveway; to move all material storage out of the landfill/ balefill area (the original fenced area) to a new area between the fence and Boat Harbor Road; to purchase 50 collapsible pallet sized storage bins and an all-terrain pallet jack; and to add 10 additional trees between State Dock Road and the DRC.
<b>Estimated cost:</b> \$57,000
<b>Suggested funding source:</b> FY2018 State of Alaska CIP and AMLIP savings
<b>Scoping document and supporting documents:</b> <a href="http://cms.gustavus-ak.gov/government/committees/disposal-recycling-center/reports/reports-to-the-city-council/2016/pre-processing-storage-area-driveway-and-site-improvements-scoping-documents">http://cms.gustavus-ak.gov/government/committees/disposal-recycling-center/reports/reports-to-the-city-council/2016/pre-processing-storage-area-driveway-and-site-improvements-scoping-documents</a>

<b>Title:</b> Composting yard grading, drainage and paving project
<b>Status:</b> Awaiting funding. Scoping document adopted during the October 10, 2016 General Meeting.
<b>Priority:</b> High
<b>Summary:</b> The composting yard has become difficult to impossible to use for much of the year due to the fact that it has become a deep mud-puddle in all but the driest times of the year. This condition makes equipment use very problematic.
<b>Estimated cost:</b> \$30,000

<b>Suggested funding source:</b> DRC AMLIP savings, supplemented by EFG money
<b>Scoping document and supporting documents:</b> <a href="http://cms.gustavus-ak.gov/government/committees/disposal-recycling-center/scoping-documents/composting-yard-improvement-project-scoping-document.pdf">http://cms.gustavus-ak.gov/government/committees/disposal-recycling-center/scoping-documents/composting-yard-improvement-project-scoping-document.pdf</a>

<b>Title:</b> DRC Topographic survey project
<b>Status:</b> Scoping document submitted to Council for the November 14, 2016 General Meeting
<b>Priority:</b> High
<b>Summary:</b> The goal of this project is the provide the City and the DRC with a set of planning and engineering tools to help make decisions about the current operation and the future of the DRC.
<b>Estimated cost:</b> \$9,000
<b>Suggested funding source:</b> DRC AMLIP savings
<b>Scoping document and supporting documents:</b> <a href="http://cms.gustavus-ak.gov/government/committees/disposal-recycling-center/scoping-documents/DRC-topographical-survey-project.pdf">http://cms.gustavus-ak.gov/government/committees/disposal-recycling-center/scoping-documents/DRC-topographical-survey-project.pdf</a>

<b>Title:</b> Hazardous Waste Facility Project
<b>Status:</b> Drafting a scoping document for December 12, 2016 General meeting
<b>Priority:</b> Medium
<b>Summary:</b> The goal of this project is to purchase, install, and operate a portable containerized facility for receiving, processing, storing and shipping hazardous wastes from households, State and local agencies, and businesses in Gustavus.
<b>Estimated cost:</b> \$43,000
<b>Suggested funding source:</b> FY18 State of Alaska CIP
<b>Scoping document and supporting documents:</b> none at this time

The end, thank you.  
2016

*Report compiled by PNB on November 9,*

#### Item No. 6 Public Comment on Non-Agenda Items

#### Item No. 7 Consent Agenda:

- A. Accept Council Member Streveler's Resignation**
- B. Accept Scoping Document DRC Topographic Survey**
- C. Adopt CY16-16 Certified Financial Statement**



## A. Accept Council Member Streveler's Resignation

**From:** Greg Streveler  
**Sent:** Tuesday, October 4, 2016 10:12 PM  
**To:** Mike Taylor  
**Cc:** Lori Ewing  
**Subject:** My resignation

Mayor Taylor,

Per my verbal communication with the council at our last work session, I tender my resignation from the city council of Gustavus, effective October 31, 2016. After that date, I am willing to continue as a volunteer to seek the necessary permits for city access to Falls Creek gravel, if that is the will of the council, and if a council member is willing to partner with me in that endeavor. Sincerely, Greg Streveler

## B. Accept Scoping Document for DRC Topographic Survey

### PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

#### Part 1. Project Identification

**Name of project:** **DRC Topographic Survey Project**

Department: Disposal & Recycling Center "DRC"

Contact: Paul Berry, DRC Manager/ Operator

E-mail: [dumpmaster@gustavus-ak.gov](mailto:dumpmaster@gustavus-ak.gov) Phone: 907-697-2118

**Part 2. Project Scope** refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?

- What are its goals and objectives?

The goal of this project is to provide the City and the DRC with a set of planning and engineering tools to help make decisions about the current operation and the future of the DRC. The two main objectives of the project is the proper mapping of the waste mound to determine its actual shape, size and to properly calculate the amount of material landfilled within it. The second objective of the project is a comprehensive topographic survey of the 11.9 acre DRC property to provide greater detail on building, waste mound, parking lot and work lot locations. Additionally facility boundaries, right-of-ways, ground water monitoring wells, drainage ditches and any other significant landmark at the facility would be mapped and provided in both a printed format and an electronic format.

- 
- Who/what will be aided by this project? Who are the targeted stakeholders/customers?

The DRC Manager is the immediate beneficiary. The Council will also benefit from the information generated by this project when making future decisions. Because the DRC serves the residents of Gustavus, all residents would indirectly benefit.

- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?

No survey of the public will be conducted for this project.

- 
- What is NOT covered by this project? What are its boundaries?

This project does not survey land outside of the 11.9 acre DRC parcel. The project does not create a closure plan for the DRC.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?

While the City's landfill is small in comparison to the landfills serving larger municipalities it is being managed by the same standards as larger landfills are and has the same engineering and planning needs as a larger landfill. The "... development of the [DRC] facility has reached the stage when a professional survey should be performed to determine such factors as site topography, facility locations, and right of ways to establish upgraded site management, monitoring and control protocols, and to enable engineered closure drawings to be prepared and above-grade waste placement to be undertaken."<sup>1</sup> The DRC provides an important service to the community and needs the right tools to manage itself both in an immediate sense and into the future.

- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?

This project would address a key component in the DRC's planning – landfill use,

rates of use as well as modeling the length of life the facility will have. Additionally, the information gathered in this project will assist in site planning for the entire DRC facility.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

Roger North of Vista GeoEnvironmental Services first proposed this project. Roger was the onsite Landfill Engineer who participated in the 2015 Analysis of Waste Management Practices in Gustavus, Alaska report.

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

DRC facility and landfill mound topographical survey project is part of the City's 2014 – 2018 Solid Waste Management, Facility Planning and Landfill Closure project (see City Resolution CY16-11).

5. What is your timeline for project planning?

- By when do you hope to implement the project?  
Summer of 2017.

- Will the planning or final project occur in phases or stages?  
No. It is hoped that this project will occur in one phase.

6. What is your budget for the planning process? Will you be using a consultant?

Planning is complete. A consulting firm will be used during the project.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

Overall Project cost is estimated to be \$9,000.

### **Parts 3., 4., 5., 6. Project Investigation and Development**

Parts 3.—6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., “Summary” after applying Parts 4.—6.

#### **Summary:**

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

A no action alternative for this project was not considered. The possibility of the doing the project “in-house” by renting survey equipment and performing the site survey was considered but was not determined to be practical. Because Vista GeoEnvironmental’s proposal was less than \$10,000 it is not considered necessary to develop and RFP and have the project go out to bid.

2. What solution was chosen as the best and why is it the best?

The chosen solution is to contract with Vista GeoEnvironmental Services to conduct a careful and thorough topographical survey of the DRC acreage as

detailed in their proposal. Vista has extensive experience in the field of landfill engineering and has provided a proposal that is reasonable in cost.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?  
Project funding is proposed to be City funds either the DRC's AMLIP account or from the general fund. Annual waste mound surveys would be covered by staff/ the DRC operating budget.
- Is there a matching fund requirement? Please provide details.  
No match requirement.

#### Part 4. Environmental, Social, Financial Impacts

##### 1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
<b>Environmental quality?</b> (+ = impact is beneficial; - = harmful)			
• Climate change	x		
• Streams/groundwater quality	x		
• Air quality	x		
• Soils/land quality	x		
• Fish/wildlife habitat, populations	x		
• Plant Resources (timber, firewood, berries, etc)	x		
• Invasive or pest species	x		
• Natural beauty of landscape or neighborhoods	x		
• Neighborhood character	x		
• Noise or other environmental impacts	x		
• Environmental sustainability	x		
• Hazardous substances use	x		
• Community waste stream	x		
• Light pollution at night	x		
<b>Recreational opportunities?</b>			
• Public land use and access	x		
• Trails/waterways	x		
• Parks	x		
• Public assembly/activities	x		
<b>Education/training/knowledge &amp; skill development?</b>		+	
<b>Public safety?</b>	x		
<b>Public health?</b>	x		
<b>Medical services?</b>	x		
<b>Emergency response?</b>	x		
<b>Economic performance &amp; sustainability?</b>			
• Employment of residents	x		
o Short-term (i.e. construction)	x		

○ Long-term (operating and maintenance)		+	
• Cost of living reduction	x		
• Return on investment		+	
• Visitor opportunities/impressions/stays/purchases	x		
• Competitive business environment	x		
• Support for existing businesses		+	
• New business opportunities	x		
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses		+	
<b>City government performance?</b>			
• Infrastructure quality/effectiveness/reach (more people)	x		
• Existing services		+	
• New services	x		
• Cost of City services	x		
• Tax income to City	x		
<b>Transportation?</b>			
• Air	x		
• Water	x		
• Roads	x		
<b>Communications?</b>			
• Internet	x		
• Phone	x		
• TV/radio	x		
<b>Other? (type in)</b>			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)

[This project will allow DRC staff to conduct annual surveys of the waste mound to determine rates of use which will help refine the facilities operating plan and final closure plan.](#)

3. Are other projects related to or dependent on this project?

- Is this project dependent on other activities or actions?
- If yes, describe projects, action or activities specifying phases where appropriate.  
[All DRC facility improvement plans and waste projection models will depend on this project.](#)

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

[No.](#)

5. What regulatory permits will be required and how will they be obtained?

[No permits are necessary.](#)

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

Project cost is estimated at \$9,000. Maintenance cost is considered minimal. 7. Is an engineering design or construction estimate necessary? An engineering estimate has been obtained from Vista GeoEnvironmental Services and is attached to this document.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

This project will not generate new revenue for the City.

## Part 5. Project Budget

### Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$7,715	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$ 685	Other (list)	\$
Other (list) car rental	\$ 150	Other (list)	\$
Other (list) Accommodation	\$ 450	Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$
Total	\$9,000		

Updated Latest Estimate Budget Line Items if Changed Date: \_\_\_\_\_

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting; inspection		Equipment	\$

Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	
		Indirect costs	
		Income (fees, taxes))	\$
		Balance: costs-income	\$

### **Part 6. Jobs and Training (required by some granting agencies)**

1. What service jobs will be needed for operation and maintenance?
2. How many full-time, permanent jobs will this project create or retain?

\_\_\_\_\_ Create/retain in 1-3 years

\_\_\_\_\_ Create/retain in 3-5 years

3. What training is necessary to prepare local residents for jobs on this project?
4. How many local businesses will be affected by this project and how?

### **Part 7. Business Plan (Upon Council request)**

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (12/2010): is [http://www.va-](http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html)

[interactive.com/inbusiness/editorial/bizdev/ibt/business\\_plan.html](http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html)

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel
- 

### **Part 8. Record of Project Planning and Development Meetings**

1. Please document the manner in which public input was received.
  - Public comment on agenda item at committee or Council meeting
  - Special public hearing
  - Dates and attendance for the above.
  - Written comment from the public (please attach)

2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

### **Meeting Record**

Event (Meeting of committee, Council report, public hearing, etc.	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of atten-dees

### **Part 9. Feedback to the Council**

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.



August 10, 2016

Mr. Paul Berry

Gustavus Disposal and Recycling Center  
2 Boat Harbor Road  
Gustavus, Alaska 99826

Subject: Proposal for Surveying Services  
Gustavus Disposal and Recycling Center (DRC)  
Gustavus, Alaska

Dear Paul:

Vista GeoEnvironmental Services (VISTA) has prepared this proposal for the Gustavus Disposal and Recycling Center (DRC) as a follow up to the report prepared by Bell and Associates in 2015<sup>1</sup>. The report included various options for the continued use and future closure of the DRC. However, all the report also recognized

▪ that *“regardless of the decisions made, development of the facility has reached the stage when a professional survey should be performed to determine such factors as site topography, facility locations, and right of ways to establish upgraded site management, monitoring, and control protocols, and to enable engineered closure drawings to be prepared and above-grade waste placement to be undertaken.”*

VISTA has full service construction design capabilities, which will enable us to efficiently integrate the proposed surveying services with subsequent design work without having to work through different entities for different aspects of the work. Furthermore, a high percentage of our work involves solid waste facilities, so our survey personnel are integrated into the data collection and subsequent design and operations requirements for solid waste facilities. This proposal presents a scope of work and estimated budget for the survey work that will be required to meet operational, closure and future expansion needs.

## **SITE DESCRIPTION**

DRC is located in Gustavus, Alaska, at approximately longitude W135.729 degrees and latitude N58.404 degrees, and is designated as Lot 6 in Section 18, Township 40 South, Range 59 East, Copper River Meridian. DRC is approximately 100 yards directly east of the Gustavus small boat harbor at 2 Boat Harbor Road. The DRC property is owned by the City of Gustavus; previously the land was owned by the State of Alaska.

<sup>1</sup> Bell & Associates, Inc. in conjunction with Vista Consultants, LLC (August 2015), Analysis of Waste Management Practices in Gustavus, Alaska.

The DRC has an area of about 12 acres and is trapezoidal in shape. The property is bordered as follows:

- On the north by Boat Harbor Road 2 which is a City of Gustavus road that serves as public access to the small boat harbor and launch ramps into the south flowing Salmon River;
- On the east by Dock Road, which leads to the public dock and low-density private residences;
- On the south by undeveloped land and a dirt road that leads from Dock Road to the Salmon River; and
- On the west by the public access easement, boat launches, uninhabited beach lands and the Salmon River.

The DRC property is relatively flat with typical ground surface elevations varying from 23 to 25 feet above mean sea level (amsl), and generally slopes from the north to south and west. A ditch, which is estimated to be about 4 feet deep, is located in the south part of the property. This ditch provides stormwater discharge from the east side of Dock Road to the Salmon River. In addition, six groundwater monitoring wells (named MW-1 to MW-6) have been constructed at DRC.

## **PROPOSED SCOPE OF SERVICES**

### **TASK 1 – PRE-SURVEY BACKGROUND INFORMATION**

VISTA will work with Mr. Berry prior to the field work to obtain all relevant background information, including easement details, survey monuments (if no monuments exist, we work with DRC to establish a minimum of four monuments<sup>3</sup> prior to, or during, the field work), and property boundary markers, so that time in the field can be efficient

### **TASK 2 – FIELD WORK**

VISTA will travel to DRC to collect the following survey information:

- Monuments and property corners, if marked;
- General topographic survey of the complete property;

<sup>2</sup> Boat Harbor Road, which has a 60 foot right of way easement, is located within DRC property limits. In addition, a 60-foot wide public easement, which connects to Boat Harbor Road, is located within the west property limit.

<sup>3</sup> Monuments should minimally consist of steel rebar a minimum of 3-feet long driven into the ground and provided with a protective plastic caps.

Mr. Paul Berry

August 10, 2016

Page 3 of 4

- Specific operational survey information for site features, such as: roads, parking areas, ditches, fences, gates, building footprints and corners, and interior building floor slab elevations;
- Specific landfill related survey information, such as: limit of waste, discerning between stockpiled materials and landfilled materials, enhanced topography along edge of waste to native ground (to ensure closure limits and grades can be well defined);
- Groundwater monitoring well information, including elevations of the top of the monitoring well, top of casing and the adjacent ground surface.

We estimate that the field work will be able to be completed in two days using GPS survey equipment. With the initiation of once-daily service by Alaska Airlines from Seattle to Gustavus, travel is more reliable, with respect to weather conditions, than previously through Juneau. Flights typically arrive at 5:12 P.M. and depart at 5:57 P.M. Therefore, our budget allows for two full-days in Gustavus. If practical, we may initiate field work on the day of arrival to use available daylight. However, if the field work does not require two full days, we will use the available time to start preparing the final drawings while in Gustavus.

### **TASK 3 – OFFICE WORK**

Following the field-work VISTA will:

- Prepare a site topographic drawing, based on state plane coordinates, that shows all salient background and field survey information, including contours and a maximum expected interval of 1 foot. The topographic drawing will be submitted to DRC in both AutoCAD and pdf formats.
- Distribute unique information, such as site area, building areas, monitoring well information to DRC by letter or memorandum.

We estimate that we will be able to provide the survey information within two weeks of completing the field work.

### **ESTIMATED BUDGET**

The estimated budget for the proposed scope of services is \$7,715 as detailed on the attached table, and is based on the following assumptions:

- Airfare, assumes non-refundable advanced booking on Alaska Airlines and is subject to change and seating availability;
- VISTA will transport its survey equipment to DRC;

Mr. Paul Berry  
August 10, 2016  
Page 4 of 4

- Baggage fees, approximate, subject to number of equipment bags required, at Alaska Airlines rate of \$25 per bag each way;
- DRC will arrange and pay for vehicle and accommodation in Gustavus; and
- DRC will be able to supply spray paint (which cannot be transported by plane) and two 12-volt car batteries to power survey equipment.

VISTA appreciates the opportunity to submit this proposal, and we look forward to continuing to work with you on this project. If you have any questions or require any additional information, please do not hesitate to contact us.

Sincerely,  
Vista GeoEnvironmental Services, LLC



Roger B. North, P.E.  
Principal

Attachments: Proposed Budget

**Client:** Paul Berry, Gustavus Disposal and Recycling Center

**Site:** Gustavus Landfill

**Project:** Surveying

**Vista Proposal No.:** P16-169

LABOR				TASK 1		TASK 2		TASK 3		TOTALS	
				PRE-SURVEY		FIELD WORK		POST-SURVEY			
LABORCATEGORY	Personnel	Unit	Billing Rate	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$
Principal	North, R	HR	\$	3.00	\$	-	\$	6.00	\$	9.00	\$
Snr Proj Mngr	Garrido, C	HR	\$	1.00	\$	-	\$	4.00	\$	5.00	\$
Surveyor	Eddy, M	HR	\$	4.00	\$	12.00	\$	8.00	\$	24.00	\$
Surveyor - 1 Man	Eddy, Mi	HR	\$	-	\$	19.00	\$	-	\$	19.00	\$
Office Support	Kimura,J	HR	\$	-	\$	-	\$	2.00	\$	2.00	\$
		Subtotal		8.00	\$	31.00	\$	20.00	\$	59.00	\$

EXPENSES	Unit	Rate	QTY	\$	QTY	\$	Q	\$	QTY	\$
Mileage, To & From Portland	Miles	\$		\$ -	100.00	\$ 68.2		\$ -	100.00	\$ 68.25
Parking Portland Airport	Day	\$		\$ -	2.00	\$ 33.6		\$ -	2.00	\$ 33.60
Airfare	LS	\$		\$ -	1.00	\$ 735.0		\$ -	1.00	\$ 735.00
Baggage Fees	LS	\$		\$ -	1.00	\$ 210.0		\$ -	1.00	\$ 210.00
Meals	Day	\$		\$ -	3.00	\$ 110.2		\$ -	3.00	\$ 110.25
Misc. Allowance	LS	\$		\$ -	1.00	\$ 100.0		\$ -	1.00	\$ 100.00
Subtotal				\$		1,257.1		\$ -		\$ 1,257.
TASK AND PROJECT TOTALS				\$		4,558.10		\$ 2,222.00		\$ 7,714.10

08/10/2016

Vista GeoEnvironmental Services

**C. Publish Resolution FY16-16 Certified Financial Statement**

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY16-16**

**A RESOLUTION CERTIFYING THE ANNUAL CERTIFIED FINANCIAL STATEMENT OF  
REVENUES AND AUTHORIZED EXPENDITURES FOR THE YEAR ENDING JUNE 30, 2016**

**WHEREAS**, the City of Gustavus is a recognized second class city; and

**WHEREAS**, second class cities are required by AS 29.20.640 (a)(2) to submit a Certified Financial Statement of Income and Expenditures or Audit for the year ending June 30, 2016, to the Department of Commerce, Community, and Economic Development; and

**NOW THEREFORE, BE IT RESOLVED** that the attached Certified Financial Statement of Gustavus, Alaska for the fiscal year ending June 30, 2016, is true and complete to the best of our knowledge.

**PASSED** and **APPROVED** by the Gustavus City Council, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Tim Sunday, Mayor

\_\_\_\_\_  
Attest: Lori Ewing, City Clerk/Treasurer

City of Gustavus  
Profit & Loss Overview  
July 2015 through June 2016

	Jul '15 - Jun 16
Ordinary Income/Expense	
Income	
Admin Fees	10.00
Business License Fees	3,575.00
Community Revenue Sharing	115,220.00
Donations	2,143.07
DRC Income (Disposal & Recycling Center)	84,869.63
Encumbered Comm. Funds	1,916.00
Fundraising	4,409.75
GCN Income	24,106.52
Grant Income	313,913.80
GVFD Income	2,341.04
Interest Income	1,699.40
Investment Income	19,631.13
Lands Income	6,354.00
Lease Income	15,294.29
Library Income	9,824.11
Marine Facilities Income	15,135.25
National Forest Receipts	64,107.22
Payment in Lieu of Taxes	98,017.66
Sales Tax Income	458,859.00
Shared Fisheries Business Tax	1,780.86
Unrealized Gain/Losses (Interest Income)	-43,594.89
Total Income	1,199,612.84
Gross Profit	1,199,612.84
Expense	
Administrative Costs	23,017.52
Advertising	414.72
Ambulance Subscription Expense	15.94
Bank Charges	3,968.68
Bank Service Charges	10.00
Building	5,818.72
Contractual Services	317,691.12
Dues/Fees	5,466.88
Election Expense	129.96
Employee Premium Reimbursement	5,206.00
Endowment Management Fees	8,136.30
Equipment	16,470.32
Freight/Shipping	16,847.49
Fundraising Expenses	1,688.64
General Liability	-2,578.60
GVA	1,500.00
Library Materials	6,583.18
Maintenance & Repairs	7,660.90
Marine Facilities	1,510.07
Payroll Expenses	240,011.26
Postage & Shipping	1,764.21
Professional Services	8,341.78
Public Relations	1,586.74

City of Gustavus  
Profit & Loss Overview  
July 2015 through June 2016

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	Jul '15 - Jun 16
Road Maintenance	69,411.45
Supplies - EMS	2,340.07
Supplies - General	11,364.54
Supplies - Summer Reading	55.76
Telecommunications	33,021.34
Training	5,315.49
Travel	18,794.79
Utilities	8,643.28
Vehicle	4,660.41
Total Expense	824,868.96
Net Ordinary Income	374,743.88
Other Income/Expense	
Other Expense	
Fraudulent Charges	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	374,743.88



[Item No. 8. Ordinance for Public Hearing](#)

[Item No. 9. Unfinished Business](#)

**[Item No. 10. New Business:](#)**

**[A. Adopt Resolution CY16-14 Support of a Boundary Adjustment to the Dude Creek Critical Habitat Area](#)**

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY-16-14**

**A RESOLUTION BY THE GUSTAVUS CITY COUNCIL IN SUPPORT OF A BOUNDARY ADJUSTMENT  
TO THE DUDE CREEK CRITICAL HABITAT AREA**

**WHEREAS**, in 2004, The Nature Conservancy (TNC) purchased several tracts of land in the Gustavus area from the Alaska Mental Health Trust, three parcels of which lie adjacent to the Dude Creek Critical Habitat Area (CHA), and

**WHEREAS**, these three parcels, comprising 1,279.09 acres (Tracts A and B of Gustavus Flats, Trust Land Survey No. 2004-01, 1,279.09 acres and portions of Sec 14, T 40 S, R 58 E, CRM 160 acres) where conveyed to the Alaska Department of Natural Resources, under an agreement that the lands would be included in the CHA, and

**WHEREAS**, changes to the boundaries of a CHA requires an act of the State legislature according to the terms mentioned above, and

**WHEREAS**, the Gustavus City Council (Council), by Resolution CY-15-33, has endorsed the present Dude Creek Management Plan, which sets out the management strategy for the CHA, and

**WHEREAS**, the lands in these parcels are wholly suited for management of a sort outlined in the CHA Management Plan,

**NOW THEREFORE, BE IT RESOLVED**, that the Council supports the extension of the CHA to include TNC tracts A and B, and 160 acres of Sec 14, T 40 S, per agreement with the State Department of Natural Resources, and

**BE IT FURTHER RESOLVED**, that the Council requests the Legislature and Governor to take the requisite action to formally accept these lands and adjust the CHA boundaries appropriately.

**PASSED** and **APPROVED** by the Gustavus City Council, this \_\_\_\_day of \_\_\_\_\_, 2016, and effective upon adoption.

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Tim Sunday, Mayor

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Attest: Lori Ewing, City Clerk/Treasurer

**B. Adopt Resolution CY16-12 Updating the City Benefits Policy and Procedure**

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY16-12**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING THE CITY BENEFITS POLICY AND  
PROCEDURE**

**WHEREAS**, City of Gustavus last updated its employee benefits policy and procedure effective July 1, 2015, and;

**WHEREAS**, the City of Gustavus values its employees and intends to compensate employees competitively within our region, and;

**WHEREAS**, the City of Gustavus encourages regular employees to carry health insurance and has provided a partial reimbursement program with a monthly individual cap of \$655 for those regular employees with no other access to an employer's health insurance program, and;

**WHEREAS**, health insurance rates on the Affordable Care Act marketplace for Alaska are projected to increase approximately 20% or more for calendar year 2017, and;

**WHEREAS**, the City of Gustavus has no employee defined contribution retirement plan, but encourages its regular employees to save for retirement through a deferred compensation program with an employer match of 2% of monthly straight time pay, and;

**WHEREAS**, many employers offer a higher employer match or other means of assisting employees in saving for retirement, and;

**NOW THEREFORE, BE IT RESOLVED** that effective November 1, 2016, the City of Gustavus updates its Employee Benefits Policy and Procedure as attached to:

- 1) Increase the regular employee health care reimbursement cap to \$800.00 per month for qualified employees, and
- 2) Stipulate an employer match cap of 7% of straight time monthly pay for qualified regular employees contributing to their deferred savings plan.

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2016, and effective upon adoption.

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Tim Sunday, Mayor

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Attest: Lori Ewing, City Clerk/Treasurer

## **City of Gustavus**

### **Policies and Procedures**

#### **Title: City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective November 1, 2016**

##### **BACKGROUND:**

By Ordinance FY2012-13 adopted April 12, 2012, the Gustavus City Council approved a major revision to Title 3, Personnel. Revised Title 3 provides that it is the policy of the City of Gustavus to establish and amend, from time to time, by resolution, a written benefits policy, which describes various non-wage compensations that the City provides to employees in addition to wages or salaries. [CoG 3.05.01]

Consistent with the provisions of revised Title 3, the City Council adopted by Resolution 2012-17 this "City of Gustavus Benefits Policy," which applies to all eligible Regular Position employees. This updated policy, effective November 1, 2016, replaces all previous City of Gustavus benefits and leave policies. CoG 3.04.01(b) (1)]

##### **I. Health Insurance Premium Reimbursement**

This benefit is provided to all Regular Position employees in proportion to hours worked each month, according to the following provisions:

##### **POLICY:**

The City of Gustavus will reimburse the health insurance premiums paid by qualifying employees in a gross amount of up to \$800 per month. To qualify for participation in this program, the employee must be (1) a Regular Position employee who (2) submits valid documentation verifying that he or she has paid amounts toward the premium required by an individual or family insurance plan under which the employee is insured. The City will not reimburse health insurance premium expenses incurred under insurance policies that are part of another employer-sponsored or group insurance plan, nor policies that do not specifically insure the employee. The City will not reimburse health insurance premium expenses incurred by any person or entity other than the employee.

##### **PROCEDURE:**

(A) On a monthly basis, the City Clerk/Treasurer will make a disbursement in an amount that is the lesser of \$800 or the amount actually paid by the qualifying employee in that month, to reimburse that employee's health insurance premium payments. All reimbursement amounts are subject to tax reporting and withholding and the employee will be paid a net amount.

(B) To receive reimbursement, the employee must provide proof to the City Clerk/Treasurer monthly of (1) an active and current individual or family health insurance policy under which the employee is insured and (2) the amounts actually paid by the employee towards the premium for which the employee seeks reimbursement. The City will not make advance payments. Employees who have not actually made a health insurance premium payment but merely anticipate doing so do not qualify for this benefit.

(C) The maximum obligation of the City under this policy, per qualifying employee, is \$800 per month, or the premium amount actually paid by the employee, whichever is less. Any premium amount exceeding \$800 per month will be the responsibility of the employee.

(D) This benefit will commence upon satisfactory completion of the probationary period.

(E) Employees receiving a benefit under this section must notify the City Clerk/Treasurer before the next pay period if they become ineligible for coverage under this policy. Failure to do so will result in the City recovering the amount of any improper reimbursements from the employee's future paychecks.

## **II. Deferred Compensation Program, a 457(b) Retirement Savings Plan**

The City participates in a 457(b) deferred compensation program with Lincoln Life. A 457(b) plan is a type of tax-advantaged deferred-compensation retirement plan that is available to state or local governments and their agencies. The employer provides the plan and the employee defers compensation into it on a pre-tax basis. Participation is voluntary. The participant contributes a flat amount of his/her choice each month, which is withdrawn from the monthly paycheck. The City will match the employee's monthly contribution up to a maximum of 7% of the employee's straight time pay for the month. Regular Position employees may contact the City Clerk/Treasurer for more information.

## **III. Paid Holidays [CoG 3.05.02]**

The City of Gustavus observes the following nine holidays:

1. New Year's Day (January 1)
2. President's Day (third Monday in February)
3. Memorial Day (last Monday in May)
4. Independence Day (July 4)
5. Labor Day (first Monday in September)
6. Veterans Day (November 11)
7. Thanksgiving (fourth Thursday in November)
8. Day after Thanksgiving
9. Christmas (December 25)

- The City will grant an eight-hour day of paid holiday time to all full-time Regular Position employees, and the regularly scheduled number of hours for part-time Regular Position employees.
- Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday. Employees will not receive additional compensation when a recognized holiday

falls on a day an employee is on Paid Time Off. Employees will not receive compensation for a holiday that occurs on a day that the employee is on an unpaid leave of absence.

- This benefit will commence upon satisfactory completion of the probationary period.
- See Gustavus Municipal Code 3.05.02 for the application of the policy to Monday through Friday and Tuesday through Saturday work weeks.

#### **IV. Paid Time Off (PTO)**

The City of Gustavus recognizes that employees have diverse needs for time off from work. PTO will cover all forms of personal, vacation, and sick leave. This benefit will be granted to all Regular Position employees in proportion to the hours worked each month.

Paid Time Off is a provision for time taken off from an employee's regularly scheduled work hours. PTO may not be applied to days and hours the employee is not scheduled to work. With the exception of the permitted 60-hour carry-over of unused PTO hours at the start of a new fiscal year, PTO not taken during regularly scheduled work hours will be forfeited. Unused accrued PTO is cashed out only when an employee terminates.

- An employee's annual PTO benefit accrues in accordance with employment longevity as shown in the table below. Accrual rates for a new longevity category begin on the first day of the month of the employment anniversary.
- Annual PTO benefit accruals begin July 1 of each year and end June 30 of each year.
- A maximum of 120 hours of PTO may be carried over into the next fiscal year.
- Accrued PTO hours beyond 120 at the end of the fiscal year will be forfeited.
- For new hires, PTO will accrue retroactive to the date of hire if and when the employee satisfactorily completes the probationary period.
- An employee must receive approval from his/her supervisor for planned PTO. Approval of PTO is contingent upon the needs of the department/facility. In cases of emergency or illness, an employee must let his/her supervisor know about the absence as soon as possible.
- Upon termination an employee shall be paid the value at the time of cash-out of remaining PTO.
- PTO must be used in full before an employee may request unpaid leave.

#### **Longevity Categories**

PTO is accrued on an hourly basis, and is credited on the monthly pay check in proportion to the actual straight-time hours worked that month. Accruals are based on longevity, that is, the number of years employed in a Regular Position with the City of Gustavus. The following table depicts Annual PTO accrual for a fulltime Regular Position, 2,080 hours/year.

Longevity	Annual PTO Accrual, Fulltime equivalent	Accrual Rate PTO hours/actual straight-time hours worked*
Less than two (2) years	80 hours	0.0413223
Two (2) through five (5) years	120 hours	0.0632911
Six (6) or greater years	160 hours	0.0862068

\*“Actual number of straight-time hours worked” means the total straight- time paid hours, minus holiday hours minus annual PTO accrual hours. (Overtime hours do not count toward PTO accrual.)

#### **Formula**

- Accrued PTO hours on a monthly (or any) pay check = (Actual number of straight-time hours worked) (accrual rate)
- The same accrual rate works for any employee in a given Longevity Category. Accrual rate = annual PTO accrual allotment divided by (2080 - 64 holiday hours – annual PTO accrual allotment)

#### **V. Compensatory Time Off**

The City of Gustavus does not offer Compensatory Time Off.

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Signed

Mayor of the City of Gustavus

Date

**C. Approve GVA Disbursement**

**D. Adopt Resolution CY16-13 Mileage Reimbursement for City Employees and City Council Members with Policy and Procedure**

**CITY OF GUSTAVUS ALASKA  
RESOLUTION CY16-13**

**A RESOLUTION FOR MILEAGE REIMBURSEMENT FOR CITY EMPLOYEES AND CITY COUNCIL MEMBERS**

**WHEREAS**, the City of Gustavus does not have City-owned vehicles for use by employees and council members; and

**WHEREAS**, it is oftentimes necessary for City employees and council members to use their personal vehicles in the performance of their jobs and duties; and

**WHEREAS**, the use of their personal vehicles for the performance of their job and duties is an added expense for fuel and maintenance; and

**WHEREAS**, this added expense is not a part of the City employee's salary; and

**WHEREAS**, the use of a personal vehicle by a City council member, a volunteer position, may exceed what could be considered reasonable use; and

**NOW THEREFORE, BE IT RESOLVED** that City employees and City council members may submit a request for mileage reimbursement for use of their personal vehicle in the performance of their job or City business.

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_day of \_\_\_\_\_, 2016, and effective upon adoption.

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Tim Sunday, Mayor

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Attest: Lori Ewing, City Clerk/Treasurer

**City of Gustavus**

**Policies and Procedures**

**Policy on mileage reimbursement to City employees and Council Members  
for personal vehicles used during the performance of their job or City business**

**POLICY:**

City employees and Council members may request mileage reimbursement for personal vehicles used for travel related to City or department business

**PROCEDURES:**

Mileage logs will be maintained per IRS specification and need to include the date, start and finish odometer readings, destination, purpose for the travel, and total miles driven.

Payment for mileage will be determined by the business mileage rates set forth annually by the IRS.

Mileage logs will be submitted quarterly to the City Clerk/Treasurer for review and approval.

Funds will be disbursed from the employee's or Council Member's respective department budget.

Each department budget will have a line item designated for mileage reimbursement for private vehicles used in the performance of City or department business.

The City Clerk/Treasurer will release the funds after Mayoral approval and verifying that the funds are available.



## **E. Adopt Resolution CY16-15 Regarding the Alaska Power Company Rate Case**

### **CITY OF GUSTAVUS, ALASKA RESOLUTION CY16-15**

#### **A RESOLUTION BY THE CITY OF GUSTAVUS REGARDING THE ALASKA POWER COMPANY RATE CASE**

**WHEREAS**, the Alaska Power Company has filed a rate case with new proposed schedule of electric rates and service charges for customers in Gustavus and other communities served by the utility, and

**WHEREAS**, the City of Gustavus seeks to be a distinctive model of sustainability, reduced carbon footprint, and innovation, and,

**WHEREAS**, the world's energy future is in electrification from clean, alternative, sustainable sources, replacing fossil fuels, and eliminating the climate damaging emissions inherent in fossil fuel combustion, and,

**WHEREAS**, the City of Gustavus desires that renewable electricity become the energy choice in our community and encourages the full utilization of the Falls Creek Hydroelectric Facility potential; and,

**WHEREAS**, Gustavus currently utilizes only about one third of the generating capacity of the Falls Creek Hydroelectric Facility, and

**WHEREAS**, high electricity rates in Gustavus seriously impact the quality of life of residents, increase the cost of living here, constrain the success of local businesses, and discourage residents from switching from fossil fuels to clean hydroelectric energy; and,

**WHEREAS**, Gustavus residents are interested in purchasing electric cars and heating homes and businesses with electrically-powered heat pumps but are discouraged by the high cost of electric power here; and,

**WHEREAS**, the Congressional intent of the land exchange that enabled the development of the Falls Creek Hydroelectric Facility was to provide Gustavus and Glacier Bay National Park & Preserve with economical, clean electricity; and

**WHEREAS**, a major driver in the proposed electric rates for Gustavus appears to be questionable inclusion in the rate base of public investments in construction of the hydroelectric facility; and

**WHEREAS**, the Falls Creek Hydroelectric Facility was constructed entirely with public money, this cost should not be included in the rate base for Gustavus, and the public must see the benefit of its investment; and

**WHEREAS**, the diesel electric backup generating plant operated by Alaska Power Company is owned by the City of Gustavus and leased to the Alaska Power Company for one dollar per year for the purpose of benefitting Gustavus ratepayers; and,

**WHEREAS**, the Falls Creek Hydroelectric Facility has been in operation since 2009, but base electricity rates have not been changed to reflect the public's investment and the reduction of

generating costs resulting from the fossil-fuel-free hydroelectricity and are still today based on obsolete and largely scrapped diesel generation equipment; and

**WHEREAS**, Congress has appropriated funds in its 2017 appropriations bill for the construction of an intertie between Gustavus and Glacier Bay National Park that will, with no marginal generating cost, increase the amount of electricity the Alaska Power Company will be able to sell and should then lower the cost of electricity in both Gustavus and Glacier Bay National Park & Preserve, with the associated environmental benefits; and,

**WHEREAS**, a “customer charge” of \$20 per month and a minimum “service delivery charge” equivalent to 150kwh/month (for Gustavus residences and small businesses, \$57.60 per month), such that a customer who used absolutely no electricity would be billed  $\$20 + \$57.60 = \$77.60$  every month; and,

**WHEREAS**, many residents who live simply by economic necessity or life style preference currently use less than 150kwh per month, and some people occupy their homes here or operate their businesses only seasonally, consuming little or no power while absent from Gustavus; and,

**WHEREAS**, the proposed increased customer service charge and minimum service delivery will place an unfair burden on low income residents, those who live simply and economically in small homes, as well as those who have seasonal homes and/or businesses in Gustavus; and,

**WHEREAS**, the new higher minimum charges may encourage some existing residents to disconnect from the APC electric system, or new residents never to connect, substituting instead noisy, polluting personal fossil-fuel generators, or alternative energy systems, while decreasing utilization of the publicly-funded clean hydroelectric energy source, and raising costs for remaining customers.

**NOW THEREFORE, BE IT RESOLVED**, the City of Gustavus calls upon the Regulatory Commission of Alaska to:

- 1) Assure that the new rate structure, when adopted for Gustavus, encourages, rather than discourages, customers to switch from fossil fuel energy to clean hydroelectric power for transportation, heating, and appliance use, such that the full, 24-hour, year-round generating potential of the Falls Creek Hydroelectric Facility can eventually be realized.
2. Assure that only qualified private investments and operating costs in the Falls Creek Hydroelectric Facility and transmission and distribution system are included in the rate base and that public investments are acknowledged and excluded from the rate base.
3. Reject the proposed increased customer charge and minimum service delivery charge as unwarranted, fundamentally unfair, and counterproductive to the intent of expanding electric use in Gustavus.
4. Substitute a reasonable monthly minimum charge that reflects only the cost of maintaining a customer account and a meter at the customer location regardless of electric consumption, thereby encouraging customers to connect and to remain connected to the hydroelectric system regardless of their monthly consumption.
5. Require installation of smart meters and the incorporation of variable pricing of electric power according to demand, or time of day, to enable customers to charge electric cars, run heat pumps, and operate electric appliances during off-peak periods thereby increasing total electricity consumption (and utility revenue) and making use of hydro-generation potential otherwise lost.

6. Provide for net-metering, to enable installation of distributed alternative energy generating capacity at customer locations, supplementing hydro-generation when consumption in Gustavus and Bartlett Cove eventually exceeds the capacity of the Falls Creek Hydroelectric Facility thereby minimizing the need for supplementary diesel generation.

7. Require a new rate case to be filed when the tie-line to the Glacier Bay National Park facilities at Bartlett Cove expands consumption, such that new the economy of scale can be reflected in rates community-wide.

Be it finally resolved that the process under which the Regulatory Commission of Alaska determines electricity rates at Gustavus must be fair, open, and transparent.

**PASSED** and **APPROVED** by the Gustavus City Council, this \_\_\_\_ day of \_\_\_\_\_, 2016, and effective upon adoption.

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Tim Sunday, Mayor

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Attest: Lori Ewing, City Clerk/Treasurer

Item No. 11 Staff Reports

Item No. 12 City Council Reports

**Item No. 13 City Council Questions and Comments**

**Item No. 14 Public Comment on Non-Agenda Items**

Item No. 15 Executive Session

**Item No. 16 Adjournment**